

NORTH DAKOTA

DEPARTMENT OF TRANSPORTATION'S

DIRECTOR'S TASK FORCE

***TRANSPORTATION
ENHANCEMENT
PROGRAM***

APPLICATION INSTRUCTIONS

For Federal Fiscal Year 2008

Prepared by:

North Dakota Department of Transportation

Local Government Division

Bismarck, North Dakota

August 2006

Website: <http://www.dot.nd.gov>

NDDOT'S DIRECTOR'S TASK FORCE TRANSPORTATION ENHANCEMENT PROGRAM APPLICATION INSTRUCTIONS

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The following pages provide instructions for applying for the NDDOT's Director's Task Force Transportation Enhancement (TE) Program.

Please answer all questions. Additional information you believe that will more fully explain and support your proposed project or activity is welcomed.

All information and supporting documentation must be on reproducible paper either 8½" x 11" or 11" x 17".

The use of the attached application form is not mandatory; however, applications in other formats must follow the same order and provide the requested information as required in these instructions. The application form, these instructions, and the TE brochure are also available on NDDOT's web site (www.state.nd.us/dot) under Transportation Information

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Submit one reproducible copy of your completed application to:

**Mr. Bennett Kubischta, TE Coordinator
Local Government Division
North Dakota Department of Transportation
608 East Boulevard Avenue
Bismarck, ND 58505-0700**

APPLICATION DEADLINE IS 4:00 P.M. NOVEMBER 9, 2006

DO YOU HAVE ANY QUESTIONS?

Please contact Mr. Bennett Kubischta if you have questions about the application or the Transportation Enhancement Program. You can reach him at 701-328-3555, FAX 701-328-0310, TTY 701-328-4156. His e-mail address is: bkubisch@state.nd.us

YEAR OF CONSTRUCTION

This application is for projects for federal fiscal year 2008 (FY '08). (October 1, 2007 through September 30, 2008). It is anticipated that construction of funded projects will occur in 2008.

FEDERAL FUNDING

Transportation Enhancement Program funds are from the Federal Highway Trust Fund. For 2008, it is estimated that there will be about \$875,000 for urban projects and about \$350,000 for rural projects.

APPLICATION INSTRUCTIONS

1. PROJECT NAME

Provide the name of your project.

2. PROJECT LOCATION

Fully describe the location of your project.

3. REQUESTED BY

Name of the group or agency requesting the transportation enhancement project.

4. CONTACT PERSON

Provide the name, address, telephone number, and e-mail address of the person who is directing this project. **(The e-mail address is important)**

5. PROJECT SPONSOR

Provide the name the governmental agency sponsoring the project. e.g. Burleigh County Commission (rural project), Bismarck City Commission (urban project). Your project must be sponsored by either a county commission (rural projects) or a city government (urban projects). Native American projects, on reservation land, can be sponsored by the Bureau of Indian Affairs Roads Office in Aberdeen, South Dakota.

Cities under 5,000 population - These communities must submit their projects through the Board of County Commissioners of their respective county. The basis for this is that these projects are funded with federal funds that have been assigned to the county. On county federal aid projects, the county must enter into a project agreement with NDDOT.

Metropolitan Planning Organization (MPO) Coordination - Projects in or near Grand Forks, Fargo, and Bismarck/Mandan must be coordinated with the local MPO prior to submitting to NDDOT. If you are unsure if your project is within the MPO jurisdiction, contact the MPO office in your area.

6. SPONSORING OFFICIAL

Provide the name, address, and telephone number of the contact person at the governmental agency sponsoring the project.

7. WHAT ENHANCEMENT ACTIVITY CATEGORY/CATEGORIES BEST DESCRIBES YOUR PROJECT?

Identify your type of project by circling (if you use the form) or listing on your application (if you don't use the form) all numbered categories you believe are appropriate.

IF YOU HAVE QUESTIONS, OR WOULD LIKE CLARIFICATION ON THE ELIGIBILITY OF YOUR PROPOSED PROJECT, PLEASE CONTACT BENNETT KUBISCHTA.

Category 1: Bicycle & Pedestrian Projects

a) the construction of bicycle and pedestrian facilities, b) preservation of abandoned railway corridors including the conversion for use as bicycle or pedestrian trails, and c) provision of safety and educational activities for pedestrians and bicyclists.

Category 2: Scenic & Environmental Projects

a) scenic highway programs, b) landscaping and other scenic beautification, c) control and removal of outdoor advertising, d) tourist and welcome centers, and e) environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.

Category 3: Historic projects

a) historic highway programs, b) historic preservation, studies and/or rehabilitation and operation of historic transportation buildings, structures, or facilities, and c) establishment of transportation museums.

8. PROJECT DESCRIPTION

Fully describe your project. This should include, but is not necessarily limited to a description of what is planned and right of way requirements. Include typical sections, site plans, drawings, sketches, etc.

Shared Use Path (Bikeway) width: For Shared Use Paths, the standard minimum width is 10.

A Youth Conservation Corps, Service Corps, or a Job Corps can be utilized as the labor force in constructing your project. They could be used in your landscaping project, or rebuilding your historic transportation building. If you plan on using such a group, indicate that in this section.

9. PROJECT COST

Enter the estimated cost of your project. A detailed copy of the estimate and who prepared it should be provided. A maximum of 80% of eligible costs can be funded with federal aid TE funds.

Eligible costs include: Project construction costs.

Ineligible costs include: Planning, preliminary engineering, construction engineering, environmental impact mitigation, right of way acquisition, and those construction items that are not eligible for federal aid.

THE COST ESTIMATE IS VERY IMPORTANT! IF YOUR PROJECT RECEIVES FUNDING, THE AMOUNT RECEIVED WILL BE BASED ON YOUR COST ESTIMATE.

10. HOW DOES THIS PROJECT RELATE TO SURFACE TRANSPORTATION?

In order to be eligible, your project must have a transportation linkage. Some examples are:

Shared Use Paths (Pedestrian/Bikeways) must connect points of travel such as a park to a residential area. A closed loop trail, such as one around a golf course, is mainly recreation oriented and not eligible.

Historic buildings would include those whose primary function was to serve or continues to serve the transportation system, e.g. gas stations, depots, warehouses, etc. Other historic projects would include ferries, bridges, roadways, etc.

Function - Does the proposed activity provide a transportation related function and/or be dependent upon an existing or planned transportation system? e.g. An independent Shared Use Path is a functional component of a transportation system.

Proximity - Is the proposed activity physically associated with a transportation system? e.g. Removal of outdoor advertising in the viewshed of a highway is justified in light of its proximity. Landscaping public land that is adjacent to a roadway is justified because it is also in the viewshed of the roadway. An historic building, adjacent to a roadway, is eligible if the building itself is transportation related.

Impact - Will the proposed activity result in a positive effect to a transportation system? e.g. Retrofitting an existing highway by creating a wetland to filter runoff from the highway would qualify based on the impact of the highway in terms of water pollution. Installation of landscaping along a city street, adds beauty to the local community. Constructing a separated crossing for bicycles/pedestrians reduces the potential for conflicts between them and motor vehicles and restoring an historic train depot that is now used for city offices are benefits to the transportation system.

11. WHO WILL OWN THIS PROPERTY WHEN PROJECT IS COMPLETED?

To be eligible for consideration, **this property must be in public or non-profit ownership**. Provide the name of the entity, and its status (e.g. public, public non-profit, private non-profit), that will be the owner of this project when it is completed.

12. MATCHING FUNDS PROVIDED BY

Identify who will provide the matching funds and how these funds are to be obtained. The project sponsor (County, City, or Bureau of Indian Affairs) must assure NDDOT that the matching funds will be available.

13. RIGHT OF WAY FOR THIS PROJECT WILL BE PROVIDED BY

If right of way is needed to construct your project, indicate who will acquire it and how its acquisition will be funded.

14. MAINTENANCE OF THIS PROJECT WILL BE PROVIDED BY

The sponsor is responsible for providing or making arrangements for maintenance of the project. Provide the name of the person, agency or group that will maintain this project after its completion.

NDDOT will only enter into maintenance agreements with the project sponsor. If the county, city, or BIA does not wish to provide maintenance, they can develop a pass through agreement with the party requesting the project, requiring them to maintain the project.

15. ENVIRONMENTAL IMPACTS

Impacts of projects can be both beneficial and adverse. The following is a list of some categories that must be addressed. If there are additional categories that you feel need to be addressed please add them. **If your project is selected you will be responsible to obtain necessary environmental clearances and permits.**

- 1 Land Use - Describe changes or potential changes this project will have upon land use in the vicinity.
- 2 Farmland - If any farmlands are to be used for this project, identify what their present usage is.
- 3 Social - Describe the project's impact upon the neighborhood and community.
- 4 Economic - Describe the project's economic impact.
- 5 Relocation - Will this project require the displacement of any people or businesses?
- 6 Wetlands - Will this project result in fill material being placed in any wetlands?
- 7 Flood plain - Is this project within a flood plain?
- 8 Threatened or Endangered Species - Are there any threatened or endangered species in the project vicinity?
- 9 Cultural Resources - Are there any properties on or eligible to be on the National Register of Historic Places in the project vicinity?
- 10 Hazardous Waste - Are there any hazardous waste sites in the area?

16. IS THIS PROJECT PART OF AN IDENTIFIED TOURISM, RECREATION OR TRANSPORTATION PLAN AND IF SO EXPLAIN?

If your project is part of a plan, explain the background and origin of the plan and attach supporting documentation.

17. ANTICIPATED NUMBER OF ANNUAL USERS

Indicate the number of people per year you believe will use the completed project.

18. THIS PROJECT IS SUPPORTED BY

Provide the names of governmental agencies that are in support of this project. Also, please state if there is support from the general public, other groups and organizations. *Attach documentation from all those affirming this support.*

19. SIGNATURES

Contact Person - This is the person identified in item 4 who will be responsible for the management and implementation of your proposed project.

Responsible County, City or BIA official - This is the person identified in item 6.

MPO Official - If your project is within a Metropolitan Planning Organization area, the MPO Director must sign here.